

Position Description: Shipment Supervisor

❖ **Basic Function of the Position:**

Responsible for the daily supervision and operation of the three-person Shipping and Customs Unit within the GSO Section. The Unit facilitates the clearance, delivery, packing/unpacking, and administration of all official and personal shipments for six ICASS agencies and around 60 US Direct Hire personnel. This includes household goods, airfreight, consumables, vehicles, FedEx/DHL shipments, medical cold storage shipments, and procured items. Responsible for the registration, transfer, disposal, insurance, and record keeping for a total of over 120 official and personal motor vehicles. Clears all pets for entrance/exit for Sri Lanka.

❖ **Major Duties and responsibilities:**

Shipping/Customs Supervision: Supervises a Shipping/Customs Expediter and an additional Shipping Clerk, instructing them in all daily work activities. Plans for expeditious clearing and delivery of all shipments in and out of Sri Lanka, including a minimum of 400 containers and 150 airfreight, DHL, or FedEx shipments per annum. Responsible for the administration of all Embassy shipping records; prepares MFA Diplomatic Notes, Customs Declarations, Certificates of Clearance, Itemized Packing Lists, Official Letters, and other supporting documentation to facilitate duty-free import and export of all shipments. Assists six USG ICASS agencies in clearance of all imported goods. This includes OBO (responsible for a 400M USD New Embassy Compound and corresponding 300-400 containers) and IBB (including 200-300 containers of technical equipment). Handles clearance procedures for US military, USAID contractor, American Corner, mine removal program, PD Grantee, Overseas School of Colombo, AERAC Commissary, and other authorized shipments. Directly advises GSO on all shipping issues.

Vehicle Administration: Responsible for all record keeping, prompt registration, title transfer, Revenue License issuance, disposal approvals, importation/exportation actions, import duty assessments, auction/sales, vehicle insurance, license plate receipt and return, correspondence with Government of Sri Lanka agencies, and other roles regarding all of the 70+ USG official vehicles and the 50+ POVs at Post. This involves direct coordination with our Motorpool Section for USG vehicles and ICASS customers on all issues pertaining to their POVs. To facilitate full registration and licensing, there will be almost daily correspondence and document preparation for senior members of the MFA, Customs Office, Dept of Motor Traffic, and Dept of Public Finance. Liaise directly with Sri Lankan auto insurance companies on active and new policies for both USG vehicles and POVs. Ensures no lapses of coverage and advises American employees of policy options and actions to take in the event of an accident. After an accident, acts as liaison between insurance company and affected Embassy employees. Directly advises GSO on all vehicle issues.

Packing Management: Plans for pack-in and pack-out of all transferring USG personnel. Acts as central POC between the US Dispatch Agents, the central ITGBL packing companies in the US, the packing companies in Sri Lanka, and the American Employees. Reviews packing plans, enters packing data in ILMS/Transportation Lite module, advises employees and maximum weight allowances, ensures freight and packing charges are accurate, personally verifies packing materials meet ISPM 15 and other applicable international and US standards, and inspects packing companies' warehouse storage facilities for space integrity and security compliance. Prepares vouchers for payment and ensures accuracy. Acts as technical advisor (not COR) for Embassy Colombo's 500K USD IDIQ Shipping Contract and assists in the preparation/award of new contracts every five years. Enters new Delivery Orders into ILMS and ensures timely processing. Directly advises the GSO on all packing issues.

Handles all pet import and export for transferring American employees: This includes directly liaising with each employee for the various and somewhat strict Sri Lankan immunization requirements, document preparation and forwarding, and the critical DAPH certificate issuance. Will advise on locals kennels, Sri Lanka pet restrictions, and other issues pertaining to pets. Directly advises the GSO on all pet issues. Other duties as assigned.